

2 MAY 1970

**MEMORANDUM FOR:** Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

**SUBJECT:** Reporting of ADP Management Information

**REFERENCE:** LI 70-13 dated 14 January 1969

1. This memorandum is to remind addressees that the time is near when reports of ADP management information should be submitted in accordance with paragraphs 2g and 2h of the referenced Logistics Instruction. The "Manpower and Cost Summary Report", in the format of Attachment A to the LI, is due no later than 8 July 1970; and the "Semiannual Report of Accomplishments", in the format of Attachment B, is due no later than 10 July 1970. In addition to these reports, each addressee is requested to review his ADP equipment inventory and attach a separate report of any changes which might not have been reported previously in accordance with paragraphs 2d, 2e, and 2f of that instruction.

2. Questions concerning the reports may be addressed to [REDACTED] on extension [REDACTED]

Signed: John F. Blake

John F. Blake  
Director of Logistics

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OL/PS/GC [REDACTED] (19 May 1970)